

IF YOU ARE INTERESTED, PLEASE FILL THE FOLLOWING ITEMS TO BE SENT TO: [eurobecas@dival.es](mailto:eurobecas@dival.es)

Company data / datos de la empresa/institución

Full legal name/Nombre legal: Finnova Foundation

Full address/ dirección completa: Rue de la Science 14b – 1040 Brussels BELGIUM

Web site: [www.finnova.eu](http://www.finnova.eu)

Address where the training will take place (if different)/dirección donde tendrán lugar las prácticas: Rue de la Science 14b – 1040 Brussels BELGIUM

Contact phone (if different from tutor's)/teléfono de contacto: +34 637 55 35 75

Contact Person/Persona de contacto: Alberto Navarro Mosquera

Email: [elarning@finnova.eu](mailto:elarning@finnova.eu)

Phone number: +34 637 55 35 75

Tutor's Name: Juan Manuel Revuelta

Email: [juanmarevuelta@finnova.eu](mailto:juanmarevuelta@finnova.eu)

Phone number: +32 475 974 277

Office supplies, the intern will have to bring at work-placement his own laptop: Yes  No

Short description of the company/breve descripción de la empresa/institución:

Finnova is a non-profit European foundation with the firm intention of promoting international and interregional cooperation by identifying social and innovative issues, generating innovative ideas and shaping them into projects supported financially by the European Commission, to promote sustainable development at national, regional and local level.

Finnova's ambition is to be a major leverage in innovative and wealth creative initiatives in Europe, providing networking, innovation and funding support to public and private organizations, associations, smart start-ups and SMEs, from the generation of ideas and concepts to selection, enrichment and funding.

Finnova's mission is helping in the creation of innovative initiatives (Innova) through adequate financing and support (Fin). On major issues such as ICT, waste and water Management, smart and sustainable cities, etc. – Finnova serves as a collaborative entrepreneurial Innovation and funding platform.

In this sense, Finnova facilitates communication and information between different public and private entities in order to support and promote the different EU funding streams in the thematic areas of environmental, water, health, public works, energy, tourism, ICT and entrepreneurship. Within the ongoing collaborations in the European capital, Finnova is a member of the Spanish Chamber of Commerce in Benelux and the Brussels Enterprises Commerce and Industry (BECI), and is the Territorial Contact Point in Belgium for the European Projects Association (EPA).

Finnova is specialized in dissemination activities targeting key groups to allow the promotion of projects by raising interest among European audience aiming to reach a relevant impact in public society.

Finnova is also specialized in lobby and advocacy, defending and representing the interest of our clients in the European institutions.

Knowledge, skills and competence to be acquired/conocimientos, habilidades y competencias que adquirirá el becario:

- Organisational skills
- Teamwork
- Verbal communicative skills
- Written communicative skills
- Ability to analyse and solve problems
- Autonomy
- Ability to make decisions
- Negotiation skills
- Computer skills
- Numeric skills
- Understanding of business

Detailed description of the tasks of the trainee (at least 5 tasks)/Descripción detallada de las tareas del becario y tiempo de dedicación a cada una (al menos 5 tareas):

Tasks of the trainee	% dedicate on each task	Tasks of the trainee	% dedícate on each task
Administrative tasks	10	Participation in events	10
EU Projects	50	Partners serach	10
Networking activities	10	Others	10

Detailed description of the training Program (content) /Descripción detallada del programa de practicas:

Purpose of the Role:

The main purpose of the training is the enhancement of the practical knowledge of the attendant in the field of the European projects and the improvement of the ability of the attendant though the learning by doing methodological approach.

The Finnova Foundation will give to the intern the chance to participate actively in the research and development activities of the organization.

The intern will acquire the knowledge of writing and submission of technical proposals within EU framework programmes and the partner search for European projects.

The intern will work under the monitoring of the assigned tutors that are supporting them and mentoring in the daily tasks.

#### General responsibilities and Specific responsibilities:

The major duties, tasks, and responsibilities the intern will carry out are the following:

- Write letters and send them to appropriate bodies, and receive incoming mails
- Create specific strategies for easier and effective execution of projects
- Maintain contacts with potential stakeholders who may be interested in investing in projects
- Supervise tasks assigned to project workers as instructed by the director
- Supervise project workers and ensure that they stick to project specification and guidelines
- Keep records of all information related to project for documentation, clarification and presentation to management
- Draft project proposal ideas and present them to the director with convincing proof for approval
- Intermediate between the director and other workers to prevent agitations that may hinder the smooth flow of project execution
- Draft project budget on a monthly basis and ensure that it meets all necessary protocols

#### Language/s used during the training/idioma usado durante las prácticas:

Mandatory: English

A plus, but not required: French

#### Studies/ Degree that the fellow should / en su opinion, qué estudios debería tener el becario para optimizar la práctica ofrecida:

Bachelor Degree: Political sciences, Law, Marketing...

Complementary knowledge (a plus or mandatory):

#### Timeframe, schedule and working hours/tiempo que durarán las practicas, jornada y horas/día:

Full-time: (hours/week) 40

Monday through Friday (working schedule): Monday to Friday, from 9:00h to 18:00 with one-hour lunch break.

In order for the fellow to pursue with the training, the signature of an agreement would be a requirement:    Yes  No

Name, firm and function of the company / institution that signed this commitment to training/nombre y función de quien firma el compromiso de prácticas:

Firm responsible

Mr. Juan Manuel Revuelta Pérez

General Director

  
**finnovaregio**  
Hamerstraat, 62  
1000 Bruxelles - Belgique  
TVA BE 0824912447